



CALIFORNIA DEPARTMENT OF PUBLIC HEALTH CAREER EXECUTIVE ASSIGNMENT EXAMINATION ANNOUNCEMENT

The State of California is an equal opportunity employer to all, regardless of age, ancestry, color, disability (mental and physical), exercising the right to family care and medical leave, gender, gender expression, gender identity, genetic information, marital status, medical condition, military or veteran status, national origin, political affiliation, race, religious creed, sex (includes pregnancy, childbirth, breastfeeding and related medical conditions), and sexual orientation. It is an objective of the State of California to achieve a drug-free work place. Any applicant for state employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the law of the State, the rules governing Civil Service, and the special trust placed in public servants.

DEPARTMENT:	CALIFORNIA DEPARTMENT OF PUBLIC HEALTH	RELEASE DATE:	Thursday, August 6, 2015
POSITION TITLE:	Assistant Deputy Director, Center for Family Health	FINAL FILING DATE:	Tuesday, September 8, 2015
CEA LEVEL:	CEA A	EXTENDED FINAL FILING DATE:	
SALARY RANGE:	\$ 7,815.00 - \$ 8,616.00 / Month	BULLETIN ID:	08062015_5

POSITION DESCRIPTION

The Assistant Deputy Director, Center for Family Health assists in planning, implementation, coordination, evaluation and management of the California Department of Public Health, Center for Family Health programs such as the Office of Family Planning (OFP), Genetic Disease Screening Program (GDSP), Maternal, Child and Adolescent Health (MCAH), Women, Infants, and Children (WIC), Stem Cell, Cord Blood, and the Birth Defects monitoring program. The Center for Family Health consists of approximately 687 staff and has an estimated budget of \$1.5 Billion.

The Assistant Deputy Director also serves as backup to the Deputy Director, in dealing with the Legislature and other state departments on public health issues. In addition the Assistant Deputy Director may be required to represent departmental positions with the media.

This position is under the general direction of the Deputy Director.

MINIMUM QUALIFICATIONS

Applicants must meet the following minimum qualifications:

Either I

Must be a current State civil service employee with permanent civil service status, as defined in Government Code Section 18546.

Or II

Must be a current or former employee of the Legislature, who resigned or was released from service within the last 12 months, and with two or more consecutive years of service as defined in Government Code Section 18990.

Or III

Must be a current or former nonelected exempt employee of the Executive Branch of **government** who resigned or was released from service within the last 12 months, and with two or more consecutive years of service (excluding those positions for which the salaries are set by statute) as defined by Government Code Section 18992.

Or IV

Must be a person retired from the United States military, honorably discharged from active military duty with a service-connected disability, or honorably discharged from active duty as defined in Government Code Section 18991.

KNOWLEDGE AND ABILITIES

Applicants must demonstrate the ability to perform high administrative and policy – influencing functions effectively. Such overall ability requires possession of most of the following more specific knowledge and abilities:

(1) Knowledge of the organization and functions of California State Government including the organization and practices of the Legislature and the Executive Branch; principles, practices, and trends of public administration, organization, and management; techniques of organizing and motivating groups; program development and evaluation; methods of administrative problem solving; principles and practices of policy formulation and development; and personnel management techniques; the department's or agency's Equal Employment Opportunity Program objectives; and a manager's role in the Equal Employment Opportunity Program.

(2) Ability to plan, organize, and direct the work of multidisciplinary professional and administrative staff; analyze administrative policies, organization, procedures and practices; integrate the activities of a diverse program to attain common goals; gain the confidence and support of top level administrators and advise them on a wide range of administrative matters; develop cooperative working relationships with representatives of all levels of government, the public, and the Legislature and Executive branches; analyze complex problems and recommend effective courses of action; and prepare and review reports; and effectively contribute to the department's or agency's Equal Employment Opportunity objectives.

These knowledge and abilities are expected to be obtained from the following kinds of experience with substantial participation in the formulation, operation and/or evaluation of program policies (experience may have been paid or volunteer; in State service, other government settings, or in a private organization):

CEA Level A Responsible for broad administrative and program activities, including the execution and/or evaluation of program policies.

CEA Level B Responsible for extensive managerial and program administration or broad program manager experience with substantial participation in the formulation, operation, and/or evaluation of program policies.

CEA Level C Responsible for extensive highly professional influence and contributes to program, policy, and the methods to provide professional services needed to set policies, to meet the mission of the State department and often exercising technical and or professional skills that are required at this level.

DESIRABLE QUALIFICATION(S)

- Demonstrated leadership and extensive experience in program management and team building.
- Demonstrated ability to manage a multidisciplinary organization.
- Experience in establishing effective working relationships with persons at high levels of government, private and community-based public health organizations, academe, and industry as well as legislators and control agencies.
- Ability to analyze complex program implementation problems and develop effective courses of action to solve them.
- Ability to communicate effectively, orally and in writing, with the Deputy Director's office, Director's Office, CDPH executives, other state and federal agencies, and CDPH partners, including local health departments.
- Broad administrative management experience, including substantial participation in the formulation, operation, and/or evaluation of program fiscal and/or personnel management policies.
- Experience in the health care or public health fields, with thorough knowledge of medical research; models and standards of care; and quality assurance procedures. • Comprehensive knowledge of public health trends.
- Understanding of and commitment to the effective implementation of the State and departmental equal employment policy.

DESIRABLE CHARACTERISTICS

Creativity and Innovation – Applies new ways of thinking. Has the ability to solve problems, create new ideas, and develop new approaches to achieve the Department's mission.

Vision - Understands the context and mission of the Department both internal and external. Has an awareness of the Department's critical issues, anticipates and influences the future. Has the ability to organize for success; understands how to facilitate functional needs and structure to achieve strategic plans.

Credibility and Integrity – Understands internal and external customers and has a true desire to build credibility. Has a personal compass composed of clear principles and the flexibility to balance between literal adherence to rules and the use of policy as a guide. Has the ability to make decisions and be accountable for those decisions.

Teamwork - Cooperates to achieve the Department's mission, goals, and values and encourages diversity of opinions. Has the ability to enhance his/her own ability and the ability of others to contribute.

Communication – Has a clear expression of ideas, thoughts and expectations and is an active and empathic listener. Understands that people process information differently; takes initiative to build relationships; understands cultural differences.

Staff Development - Recognizes that people are the Department's most valuable resource. Can

identify and define needs of the Department, attract appropriate candidates, evaluate, and select the most qualified. Takes the time to develop and encourage staff to achieve their true potential.

In addition, to best serve both our internal and external customers, it is important that our management team understands and is sensitive to the diversity of the people we serve. The composition of our management team should also reflect diversity.

EXAMINATION INFORMATION

A minimum rating of 70% must be attained to obtain list eligibility. Hiring interviews may be conducted with the most qualified candidates. All candidates will receive written notification of their examination results. The result of this examination will be used only to fill the position of **Assistant Deputy Director, Center for Family Health**, with the **CALIFORNIA DEPARTMENT OF PUBLIC HEALTH**. Applications will be retained for twelve months.

The results of this examination will be used only to fill this position.

The examination process will consist of an application and Statement of Qualifications screening committee. All interested applicants must file a Standard State Application (STD. 678), a resume, and a Statement of Qualifications. All applications/resumes must include "to" and "from" dates (month/day/year). The screening committee will compare each applicant's qualifications for the position against specific job-related evaluation criteria developed from the minimum qualifications, desirable qualifications, and desirable characteristics.

Each applicant for this examination must complete and submit his/her responses to all seven supplemental items that follow. Supplemental responses and your application must be postmarked, personally delivered, or received via interoffice mail by the final filing date. Applications received without responses to the supplemental items will be rejected.

When responding to the supplemental items, applicants must follow these guidelines:

- Your responses must be typewritten or generated by word processing on 8 1/2" x 11" paper, using no smaller than a 12 point font.
- Your responses must be limited to one page per item.
- Identify each page with your full name.
- Make sure your responses are complete, specific, clear, and concise.
- Answer each numbered item separately indicating the corresponding item number for each response.

STATEMENT OF QUALIFICATIONS

In addition to the Standard State Application (STD. 678), all interested applicants are required to submit a Statement of Qualifications with specific information on how his/her background, knowledge, skills, and abilities meet the minimum qualifications, desirable qualifications, and desirable characteristics. The Statement of Qualifications must discuss the following critical factors:

1. Describe your leadership and management team experience using specific examples which demonstrate your ability to create a clear vision, set goals and expectations, and encourage leadership, teamwork, and initiative at all levels.

2. Describe your knowledge of State procedures relating to budget, personnel, program management, productivity, performance management, and training.
3. Describe your experience with specific examples about working with the California legislative and budgetary processes, State control agencies, and other governmental entities necessary for effective program development, implementation, and evaluation.
4. Describe your experience and provide examples that demonstrate your ability to analyze complex problems and recommend effective courses of action
5. Describe your experience interacting with the leadership of health care providers, California's community organizations, professional associations, and community health based programs.

FILING INSTRUCTIONS

Application packages postmarked, personally delivered, or received via interoffice mail after 5:00 p.m. on the final filing date, will not be accepted. Application packages must include two copies of the items listed below

Interested applicants must submit:

- A completed Standard State Application (Form 678).
- A "Statement of Qualifications". The Statement is a narrative discussion of how the candidate's education, training, experience, and skills meet the minimum and desirable qualifications and qualify them for the position. The Statement of Qualifications serves as a documentation of each candidate's ability to present information clearly and concisely in writing and should be typed and discuss the five critical factors listed above.
- Resumes do not take the place of the Statement of Qualifications.

Applications must be submitted by the final filing date to:

CALIFORNIA DEPARTMENT OF PUBLIC HEALTH, Human Resources Branch
P.O. Box 997378, MS 1700-1702, Sacramento, CA 95899-7378
Patti Landaker | (916) 552-9369 | Patti.Landaker@cdph.ca.gov

ADDITIONAL INFORMATION

Application packages may also be hand-delivered to: Department of Public Health, Human Resources Branch, 1501 Capitol Avenue, Suite 71.1501, Sacramento, CA.

Questions regarding the examination process should be directed to Patti Landaker at Patti.Landaker@cdph.ca.gov or at (916) 552-9369.

SPECIAL TESTING

If you have a disability and need special testing arrangements, mark the appropriate box in Part 2 of the "Examination Application." You will be contacted to make specific arrangements.

GENERAL INFORMATION

If you meet the requirements stated in this bulletin, you may take this examination, which is competitive. Possession of the entrance requirements does not assure a place on the eligible list. Your performance in the examination described on this bulletin will be compared with the performance of others who take this test, and all candidates who pass will be ranked according to their scores.

The CALIFORNIA DEPARTMENT OF PUBLIC HEALTH reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service law and rules and all competitors will be notified.

General Qualifications: Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others.

Class specs: [CEA and Exempt Appointees](#)